



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
**JOINT FORCE HEADQUARTERS**  
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FORT DIX, NEW JERSEY 08640-5606

**ARMY BULLETIN NO. 17**

**22 March 2004**

**MANDATORY SPLIT DISBURSEMENT FOR TRAVEL PAY REIMBURSEMENT  
(USPFO)**

1. References

a. Memo from NGB-ARNG Fin Svc Ctr, dtd 29 Apr 03, subj Interim Instructions for Mandatory Split Disbursement

b. Travel Technical Message 03-05, from DFAS-IN, dtd 6 Aug 03, subj Implementation of Split Disbursement Provisions of the Legislative Changes to the DoD Travel Charge Program for Military Members

c. NJDMAVA Army Bulletin No. 33, dtd 4 Jun 03

2. NJDMAVA Army Bulletin No. 33 is rescinded.

3. Effective immediately, Commanders and supervisors will ensure when reviewing travel vouchers, all travelers, both in military and in civilian travel status, utilize split disbursement to pay their Bank of America Travel Card charges.

4. Only travelers that do not have a U. S. Government Travel Charge Card (Travel Card) are authorized to not charge authorized travel expenses. Effective 1 April 2004 all travel vouchers received at the USPFO Comptroller Division will be checked for Split Disbursement selection and if the individual is a travel card holder, if there are charges that should have been made with the U.S. travel card and Split Disbursement is not selected, then the travel voucher will be returned to the unit as administratively incorrect. Personnel who have unique situations regarding the use of Split Disbursement or use of the Travel Card will enter a remark in Block 29 (Remarks) of DD Fm 1351-2.

5. The split-disbursement requirement eliminates the cardholders' burden and cost of processing personal checks for travel payment to Bank of America. While this payment option will benefit all DoD travelers, it will be of particular value for those on long-term temporary duty submitting interim travel settlements, as it allows the travel card contractor to be paid directly.

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